



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNSEL

Director and Chief Counsel

The Joint Legislative Management Committee seeks to hire the Director and Chief Counsel for the Office of Legislative Counsel. The Director and Chief Counsel leads and manages the Office of Legislative Counsel. The Office of Legislative Counsel provides high-quality, nonpartisan, legal advice and services to legislators, committees, and staff of the Vermont General Assembly. The legal services of the Office of Legislative Counsel include performing legal and policy research; drafting bills, amendments, resolutions, and other legal documents; testifying in committee; providing legal research and analysis in relation to current or anticipated legislative matters; providing policy analysis of current or anticipated legislative matters; and providing contracting, public records, and other legal services to other legislative offices. The Office of Legislative Counsel also edits all bills, acts, resolutions, amendments, and other legal documents for the General Assembly, and the Office is responsible for publication of the Vermont Statutes Annotated.

To see the full job description, click [here](#).

Required Education and Experience:

- Juris Doctor from an American Bar Association accredited law school.
- Member of the Vermont State Bar in good standing, or
- Member in good standing of the State Bar of another state or District of Columbia, with the ability to become licensed to practice law in the State of Vermont within two years of employment.
- A minimum of 2 years of management experience in a legislative or demonstrably similar environment, that directly relates to the duties and responsibilities specified.
- A minimum of 10 years of recent legal work experience.
- Experience developing and monitoring a fiscally responsible budget.

Required Skills:

- Excellent written and oral communication skills.
- Experience interpreting and applying constitutional provisions, statutes and legal precedents.
- Ability to analyze and interpret legal issues and provide nonpartisan, expert information in a political environment.
- Skilled in organizing content, creating presentations and skillfully presenting to groups, both small and large.
- Demonstrated, proven management experience and skills required to successfully lead, manage and develop a professional, legal team and operations in a high-pressure environment.
- Ability to foster a collaborative and cooperative work environment with both internal and external customers.
- Proficient in negotiations, problem-solving and building consensus among disparate groups and interests.

- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends.
- Ability to maintain composure while meeting tight deadlines.
- Advocate for ethical behavior and integrity.
- Ability to maintain confidentiality and manage politically sensitive work.

Salary will be based on qualifications and experience. The comprehensive State benefits package includes health insurance and retirement plans.

To apply, please submit in Word or PDF format a resume, a writing sample, and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Please put your name and “Director and Chief Counsel Application” in the subject field of the e-mail. Position will remain open until filled.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.